

National Emergency Services Academy

All it takes is all you've got!



Policies and Procedures

March 2009

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This book belongs to:

Thank you for enrolling in the National Emergency Services Academy (NESA). NESA is designed to help meet the emergency services mission of Civil Air Patrol by providing better trained and qualified personnel to support our operational missions.

This booklet explains what is expected of you and provides guidelines for your behavior while at the academy.

The program is designed as an educational activity. NESA operates in a professional atmosphere and while still adhering to military customs and courtesies- it is not an encampment. The emphasis is on emergency services skills with the assumption you're already knowledgeable of your military skills.

NESA is a demanding activity. As in actual missions, there are challenges to your endurance and mental problem solving. It is our intent to help prepare you academically as well as help prepare you mentally and physically for the challenges that may await you serving others in emergency services.

There may be times that these challenges seem overwhelming and you will feel very tired. Remember that over 2000 personnel have attended and completed the training you are now doing in the same spirit and tradition as you are now. They completed their training with effort, teamwork, determination, and a willingness to try their best. You have the same ability and potential as those many fine members who have gone before you.

NESA has grown to be the largest CAP special activity the past several years. We have many students return for additional schooling or to serve as staff. Completion is not easy- but nothing worthwhile ever is. Besides, there wouldn't be the sense of pride and "family" among graduates if it were easy.

If you have questions, don't be afraid to ask. Depending on the school you are assigned to, you will have instructors, training advisors, team leaders, and commandants. They should all be willing to help you and answer your questions. As director, I also have an open door policy if you have a problem or questions that don't seem to be receiving an answer.

NESA will give you a great opportunity to advance your emergency services skills, share/gain knowledge of emergency services, make lasting friendships with students and staff from most if not every wing in the nation, and you will probably have some fun in the process.

So do your best, ask for help if you need it, and don't forget to keep your sense of humor and be amazed at what you can accomplish if you put your mind to it.



GARY L. BROCKMAN, Maj, CAP
Academy Director

NESA Website: <http://nesa.cap.gov/>

NESA Yahoo E-mail group: <http://groups.yahoo.com/group/ngsar/>

I. Before NESA

A. NESA Courses

Each year we offer several courses as part of NESA. The following courses are being offered in 2009:

National Ground Search And Rescue School (NGSAR)

NGSAR Basic Course – 28 June to 4 July 2009

NGSAR Basic Course – 5 to 11 July 2009

NGSAR Advanced Course – 28 June to 4 July 2009

NGSAR Advanced Course – 5 to 11 July 2009

NGSAR First Responder Course – 4 to 11 July 2009

NGSAR Ground Team Leader Course – 4 to 11 July 2009

Incident Command System School (ICSS)

ICSS Basic Course – 28 June to 4 July 2009 – Includes ICS-300 Training

ICSS Advanced Course – 5 to 11 July 2009 – Includes ICS-400 Training

ICSS Mission Communications Course – 28 June to 4 July 2009 – New in 2009

Mission Aircrew School

MAS Basic Course (Mission Scanner & Airborne Photographer) – 28 June to 4 July 2009

MAS Intermediate Course (Mission Pilot or Observer Track) – 27 June to 4 July 2009

MAS Intermediate Course (Mission Pilot or Observer Track) – 4 to 11 July 2009

MAS Advanced Course Pilot or Observer Track – 4 to 11 July 2009

MAS ARCHER Course – 28 June to 4 July 2009

MAS ARCHER Course – 5 to 11 July 2009

Personnel often ask if they can attend more than one course at the NESA in a given year. The answer is yes, personnel can attend one course during session one, and then another during session two – you cannot be a participant in multiple courses during the same session though.

B. Making Travel Arrangements

By Commercial Air: The commercial airport arrival and departure point for this activity is Indianapolis Airport (IND), IN. If you plan on flying to this activity, that is where you should fly to – we will not make pickups at any other airports. Plan to arrive between **06:00 and 14:00*** on the start date listed above and depart between **12:00 and 18:00** on the end date listed above for the course(s) you are registered for. Staff members should plan to arrive the day before your course assignment begins between 09:00 and 17:00 into IND and depart with students between 12:00 and 18:00 unless other arrangements are made with your supervisor, the project officer or the activity director. If you are having difficulty making arrangements for these times or dates, please contact the activity director or project officer to determine if it would be possible to arrive a day early or to depart later. **DO NOT TRAVEL STAND-BY.** Participants will be responsible for additional costs related to meals and such for early arrival or late departure.

* NGSAR Team Leader Course participants must plan to arrive by 11:00 as classes begin at noon at Camp Atterbury. Contact the project officer or activity director if you need to arrive a day early with the staff.

Upon arriving at IND you will need to go to baggage claim, claim your baggage, and meet the transportation staff. The transportation staff will be waiting for you in uniform in baggage claim. If for some reason you cannot find a member of the transportation staff, go to the airport police station next to baggage claim for additional assistance – we will keep them informed of any issues that require attention, and they will also know how to reach our staff in an emergency. Participants flying in by commercial aircraft will have transportation provided for them to and from the airport as long as they follow procedures established here and in their acceptance letter. NESA will not pay for a taxi or other commercial transport of participants or staff to the site.

By Other Means: No matter what, plan to arrive at Camp Atterbury between **06:00 and 15:00*** on the start date listed above and depart between 12:00 and 18:00 on the end date listed above for the course(s) you are registered for. Staff members should plan to arrive the day before your course assignment begins between 10:00 and 18:00 at Camp Atterbury and depart with students between 12:00 and 18:00 unless other arrangements are made with your supervisor, the project officer or the activity director. If you are flying in a corporate aircraft, you should plan to fly into Columbus Municipal Airport (BAK). If traveling by another form of transportation, bus, train, etc, plan to come into the main terminal in Indianapolis. We might be able to arrange

for a staff member to meet you at the local train or bus station, but only if you coordinate with us ahead of time, and get it approved - NESAs will not pay for a taxi or other commercial transport of participants or staff to the site, but we will do what we can to help. A map of the local area that may prove useful can be found in Attachment C.

* NGSAR Team Leader Course participants should plan to arrive at Camp Atterbury by 11:00 as classes begin at noon. Contact the project officer or activity director if you need to arrive a day early with the staff.

Once Arrangements Are Made: You must let us know when you will be arriving for us to be able to meet you either by inputting or updating your travel arrangements in our travel database on the NESAs website at: <https://ntc.cap.af.mil/ops/nesa/NESATravel.cfm> at least 30 days prior to activity. Information may also be sent to NESA-ADMIN@nesa.cap.gov or faxed to 334 460-8842 with your itinerary there are many personnel attending the NESAs each year making it difficult to coordinate transportation requirements as it is, and if you don't talk to us, there isn't much that we can do to help you. Also, if your plans change or you don't finalize your arrangements until later, please contact the project officer or activity director immediately. The staff's time is very precious, and we cannot afford to waste time sending them back and forth to the airport, bus station, or train station unnecessarily. Also, we want to make sure that someone is there to greet you, and we can't do that unless you tell us when you are arriving. Be sure that we have your plans **30 days before the activity**. We will assume that you do not need any assistance or your plans have not changed if we do not hear from you by that point. **Please note that students and staff members must make firm arrangements – DO NOT TRAVEL STAND-BY!** Personnel deciding to travel stand-by anyway do so at their own risk, and may be required to make and fund their own arrangements to get to Camp Atterbury. The staff cannot be held responsible for airline delays. Training is conducted on a tight schedule, and personnel must plan to arrive to start on time.

Traveling as a group: Traveling, as a group is often cheaper than traveling alone. Participants are often able to travel with other participants either in a CAP van, POV, or on commercial aircraft. Check with other personnel in your area that are planning on attending to see if you can share expenses or maybe get a better rate. If your wing has a lot of personnel attending, your state director could also look into military air transportation, but because of the reliability of this, it is not recommended since mission priorities may change leaving your group stranded.

Traveling with Staff Members: Staff members will be arriving one or more days early depending upon their duty assignment, and often stay one or more days after a course is complete. If you wish to travel with a staff member and plan on arriving early or departing late, you must coordinate with us ahead of time so that we can arrange for your billeting if possible. Additionally, you will be responsible for the cost of your meals for the additional time you are on site or in transit and may be responsible for additional lodging costs if billeting is not available. The staff typically goes out to eat in a nice restaurant the night before students arrive and gets fast food during the set-up and tear-down periods, so if you arrive early or depart late, you should plan for the additional expenses for your extended stay.

Reimbursement when traveling via corporate Vehicle or Plane: Unless approved in advance by the academy director or project officer, personnel will NOT be reimbursed for their travel expenses to and from NESAs. Generally, we only reimburse the standard mission costs for CAP vehicles and aircraft used during the course, and those are planned in advance. If you will be driving or flying corporate assets to NESAs, contact the project officer or activity director if you would like this asset to be on the list for reimbursement.

C. Confirming or Changing My Slot

To confirm the slot that you were given, complete the releases and promotional items order sheet (if applicable), and send them with the balance of your fees if any to the project officer. If only sending forms, they can also be faxed back to 334-460-8842. Checks or money orders should be marked like the sample in Attachment A to be sure it is credited to the right member. Most members have paid fees in advance, except for promotional items. Also, be sure that all paperwork is complete and signed before mailing or faxing it.

The staff does their best to slot students into the courses that potential participants request, but occasionally changes need to be made because students were slotted into the wrong course or have other scheduling conflicts that need to be resolved. The project officer will do his best to re-slot you if he can and it is appropriate. Generally, if an applicant has not attended a basic course, the member will not be slotted to a more advanced course unless he or she provides documentation proving equivalent training has been accomplished, and you may still be required to arrive one day early to test out of the basic course. We strongly recommend attending a basic course prior to attending a more advanced course, even if you are already qualified.

D. Shipping Equipment

After reviewing the equipment list for your course, you may find that you want to ship items to yourself beforehand. Personnel traveling via commercial means often want to ship equipment for their use prior to arriving at the school just to avoid hassle. This is not a problem, but must be coordinated beforehand. If you will need to ship equipment for your use at NESA, please notify the academy director, Major Gary Brockman to arrange it. He can be reached via e-mail at pathfinder@nesa.cap.gov. Note - All shipping will be at the participant's expense – including return shipping costs if being used. A return shipping label and payment must be prepared to have items shipped back from NESA functions by the member prior to program end.

Shipping address for FEDEX, UPS, etc.:

Member's Name
CAP-NESA
Camp Atterbury
Building 509C Schoolhouse Road
Edinburgh, Indiana 46124-5000

E. Cancellation Policy

If a member chooses to cancel out of one or more NESA events, the member must notify NESA in writing to confirm cancellation via e-mail to NESA-ADMIN@nesa.cap.gov (preferred method), fax (334-460-8842), or mail (HQ CAP/DO, ATTN: NESA Project Officer, 105 South Hansell Street, Maxwell AFB, AL, 36112). All cancellations will be acknowledged in writing, typically via e-mail.

F. Refund Policy

Refunds will generally be based on when the member's request to cancel out of NESA is received and the reason. Requests received by the 19th of April 2009 will receive a full refund, less a \$10 administrative fee. Requests received from the 20th of April through the 15th of May 2009 will receive a refund of %75 of their fees. Requests received from the 16th of May through the 12th of June will receive a refund of %50 of their fees. No refunds will be possible after the 12th of June. Special cases for emergencies like a death in the family, or for unforeseen work commitments like military deployment should be addressed with the NESA project officer, Lt Col John Desmarais via email jdesmarais@capnhq.gov, or 888-211-1812 ext 303; documentation in writing will be required. Personnel that are red-lined by their wing making them ineligible to attend will receive a full refund.

II. School Life

A. Transportation

Participants may drive to the activity in a private owned vehicle (POV). Upon arrival at the NESA, the vehicle will be parked in a designated area. During the school, cadets will not be allowed to operate their vehicles, and will be required to turn their keys in at check-in. If a cadet needs to enter their vehicle again for any reason during the school, you must have permission of the Commandant.

NESA will not pay for taxi or other commercial transport of participants to the site or other locations off site. If you need to get somewhere, coordinate with the staff.

B. Property

Make sure you check prior to departure to ensure you have all the required items on the equipment list for your class. The equipment lists for each school are located in Attachment B to this document. You may need to make arrangements for shipment or purchase of essential items if missing. If you do not have the essential items to participate in field training activities, you may be sent home.

NESA and its staff are not responsible for loss or theft of your personal equipment or property. You need to take care of your property. It is suggested that you leave valuables and jewelry at home.

Please check your equipment and items carefully before departure. Any lost items that are found and identifiable at the close of the school will be shipped to you at your expense if it can be identified.

C. Medications

All medications, prescription or over-the counter (OTC), will be logged with the medical officer for administration. All participants are expected to manage their own medications. If you have any specific requirements, please be sure to coordinate with the academy director prior to arrival, or if it is a last minute change, the medical officer on arrival. Please be sure to indicate medications needed or OTCs authorized on the medical release form. Prescription medication must be sent in original pharmacy container with pharmacy name, physician name, drug, dosage, and administration information.

D. Health

A medical officer is available along with several EMTs and other trained first aid personnel. First aid will be provided for routine and minor illness or injury. There is a troop medical clinic on post as well as a county hospital in the vicinity for any medical problems. In the event of serious illness or injury, every attempt will be made to notify your parent/guardian as soon as possible.

The medical officer will establish a sick call. Do not wait for a blister or other medical problem to become serious. Let the medical officer know of any health issues or problems you are encountering. Students are expected to bring supplies to help themselves, but if you require assistance please let the medical officer know.

E. Accident or Injury

All injuries are to be reported immediately to the medical officer. The safety officer will review any accidents and make appropriate reports, investigations, and interventions.

F. Telephones

Regular telephone times will be established for participants to call home at their own expense. Though we have a mission number assigned for the duration of the activity, the budget is limited, and thus we cannot afford the communications expenses to pay for students to call home on this mission or out of activity fees. Participants are encouraged to call home and let parents, guardians, or spouses know how they are doing. Telephone usage at other than established times by cadets will be with the permission of the Academy Director or Commandant only.

A phone number to reach our NESA Command Post will be given to participants on arrival and will be posted on our web site after the school begins at: <http://nesa.cap.gov/>. This contact number is unavailable until we are on site because we are not guaranteed specific buildings for use until the advance party arrives to sign for them.

G. Mail

Mail will be collected in the Dining Hall and dispatched each day. Participants are encouraged to write home. Mail received will be distributed each evening during barracks time. Mail can be sent to participants at the following address:

Attn: Participant's Name
Civil Air Patrol – NESA
Camp Atterbury
Edinburgh, IN 46124-1096

H. Grievances/Complaints/Problems

Grievances and complaints should be resolved at the lowest echelon of the chain of command as possible. If you feel that your issue or complaint has not been resolved, continue to take it up the chain of command. If you feel the problem is still not being resolved or dealt with in an appropriate manner, all command staff (i.e. Commandants, Chief of Staff, Deputy Academy Director, and the Academy Director) have an open-door policy. You can take issues or concerns directly to any of these personnel. There are also many Field Training Advisors (FTA) assigned if you feel a concern or issue you need to speak to an adult about.

I. Chaplain Services

There is a chaplain on staff available or on call for any participant to speak to if they desire. The chaplain will also assist with any special worship/church requests or other matters.

J. Training Objectives and Study

This is a school, and you will have reading and other study assignments to do. You need to make prudent use of your time to ensure you have accomplished your learning objectives. Your training manuals should be with you at all times in the school environment. Don't overlook times such as waiting in line, break times, etc. for some quick study. If you need assistance or some extra help with any of your training or assignments, talk to your supervisor or FTA.

K. Meals

Except for while in the field, meals will be eaten in the dining hall or designated break areas. Students will eat together in their teams. The National Emergency Services Academy has a rigorous schedule and students will eat all three meals per day and drink plenty of fluids. Participants with special dietary needs should highlight them on the medical release form and email the Academy Director in advance those needs at pathfinder@nesa.cap.gov. Coordinate details with the project officer and activity director to be sure that appropriate meals will be available on site when you arrive.

L. Personal Gear and Equipment

Equipment and packing lists for each school are provided in Attachment B.

For NGSAR students and staff, your personal 24-hour equipment will be worn at all times you are not in the barracks unless otherwise specified.

Personnel attending the Incident Command System School (ICSS) or Mission Aircrew School (MAS) must have a canteen or other water bottle with them at all times you are not in the barracks unless otherwise specified to be sure dehydration is avoided. Additional equipment from the packing list provided may be required for certain portions of the activity, and will be announced as necessary.

III. Barracks Life

A. Housing

You will be housed by team or school in an open bay barracks when available. Female personnel are housed separately from the males.

Living areas will be kept neat and orderly. Floors and furniture must be kept clean of dirt and litter. Wastebaskets will be emptied daily.

Latrines, sinks, and showers will be kept clean. Latrine and showers will be cleaned and mopped daily.

No items (pictures, posters, etc.) will be attached to the walls without the consent of the Commandant.

Do not remove or rearrange barracks furniture without the consent of your Commandant.

B. Energy Conservation

Turn off all lights when not in use, however, fire, emergency, and exit lights will remain on constantly. Entrance lights will remain on at night.

C. Beds

In the barracks, you will have a bed. You may use sheets and blanket or a sleeping bag. Towels may hang on the end railing of the bed. Do not put wet towels in suitcases or packs.

D. Name Tags

Each bed will be marked with the occupant's last name, first name, and middle initial. Cadre will have their positions marked below the name.

E. Storage

You have a shelf and hanger rod by your bed. Some barracks have foot lockers and cabinets also. Keep your gear on stored neatly away. The aisles and areas by the beds must be kept clear. All living areas should be kept neat and orderly.

F. Personal Hygiene

All students will be expected to shower each day when housed in the barracks (days spent in the field there are obviously no showers available). General grooming and personal hygiene care should be attended to daily. Certain personal hygiene items are often available at the canteen or AAFES – let the staff know if you need something and they will do their best to arrange time for you to get what you need.

G. Laundry

The commandants and their staff will arrange laundry times and procedures. If you don't know when or where to do laundry, contact your staff supervisor and they will find out. You should only plan to launder uniform items. Students should bring enough socks, underwear, and other items for their stay. Students are responsible for payment of laundry costs. Make sure all items are properly marked with a permanent marker.

H. Lost and Found

A lost and found box will be maintained in the NESA office. Any unidentifiable items found should be placed there. Personnel should mark all items, including hats, gear, etc., with a permanent marker. See Attachment B for additional guidance.

IV. Military Decorum

The rules of military decorum are based upon customs and courtesies and traditions. While we are a school and not an encampment, basic customs and courtesies are still expected and adhered to.

A. Titles

You will address all staff, officers and NCOs by their grade (i.e. Captain Jones, Sergeant Smith).

You will address other students by their grade or "cadet," whichever is most appropriate.

B. Saluting

The field training areas are "no salute" areas for school personnel and staff. The cantonment area (barracks area, office, and dining hall areas) is a saluting area. You will still salute non-school personnel or visiting dignitaries (wing commanders, region commanders, national commander, military personnel, etc.) in "no salute" areas.

Saluting will take place normally out of the above listed areas or when formally reporting.

The hand salute is rendered from the position of attention whether standing or walking (not running). If both hands are full, simply render a greeting. An officer may return a salute from a sitting position when a junior member is reporting.

Salutes are exchanged outdoors upon recognition, on or off the military installation. When not in formation, all junior personnel will salute.

Render your salute 6 to 12 paces from the senior person. Hold your salute until the person has passed or returned the salute. Accompany your salute with an appropriate greeting.

You will salute all vehicles with front license plates indicating senior officers.

C. Coming to Attention

To facilitate a learning atmosphere and with the large number of officers in the school area, rooms need not be called to attention in the school area unless:

- ◆ There are visiting dignitaries such as wing or region commanders or visiting military personnel in the area.
- ◆ School staff or training cadre enter the barracks or classroom with their hats on.

D. Uniforms

Uniforms will be worn properly as set forth in CAP regulations and directives. Haircuts will meet CAP guidelines.

Items issued to students such as hats and T-shirts will not be purposefully torn or de-faced.

V. Discipline

The National Emergency Services Academy is a school. Its purpose is to prepare students to be of service “so others may live.” As a professional school, the best discipline is self-discipline. The rules and regulations are provided to ensure a safe and effective learning environment.

A. Discipline

Discipline is founded upon respect for, and loyalty to, properly constituted authority. By attending the National Emergency Services Academy, you agree to obey the regulations of the Civil Air Patrol, the United States Air Force, the host facility, and lawful orders by the school staff. An infraction occurs when a member, who through design or neglect, fails to perform his or her duty.

While at the National Emergency Services Academy, participants are restricted from:

- ◆ Consuming or possessing alcohol.
- ◆ Using illegal or non-authorized drugs or substances.
- ◆ Possession of items widely considered to be a weapon (firearms, explosives, knives with more than a five inch blade, etc.)
- ◆ Using tobacco products (including smokeless) for cadets.
- ◆ Use of matches or lighters in the barracks area or tents.
- ◆ Using vulgar or inappropriate language
- ◆ Engaging in spirit missions such as leaving the barracks after lights out, entering another teams housing area, or activities not directed by the daily schedule.
- ◆ Entering “Off Limits” area without permission.
- ◆ Riding as a passenger in a POV (private owned vehicle) without permission.
- ◆ Leaving the base or training area without the permission of the Commandant.
- ◆ Operating a motor vehicle or entering a POV without permission (cadets).
- ◆ Engaging in a public display of affection (PDA), such as kissing, affectionate touching, or hand holding, at any time or location.
- ◆ Collecting or soliciting money without permission of the Commandant.
- ◆ Gambling, including dice, cards, or other devices.
- ◆ Using a telephone without permission except during designated telephone times (cadets).
- ◆ Traveling alone at night without permission.
- ◆ Violating the school honor code.
- ◆ Fighting, threatening, physical intimidation, or harassment of other students or staff.
- ◆ Theft or destruction of property.
- ◆ Using equipment or gear in a dangerous or improper manner.
- ◆ Improper use of equipment, such as knives, MRE heaters, or other equipment in a dangerous or unsafe manner.

B. Off Limits Areas

The following areas are off limits to participants unless part of the daily training schedule or with permission from the academy director, deputy director, chief of staff or school commandant.

- ◆ Flight line and airstrip area.
- ◆ Firing ranges and training areas.
- ◆ Other unit/organization barracks or buildings.
- ◆ Permanent party or school staff living areas.

- ◆ Commissary, BX, Class Six, snack bars, game rooms, etc.
- ◆ Officer's Club, NCO Club, Enlisted Club (Students)
- ◆ Opposite sex barracks area
- ◆ Student areas other than your own.

C. Infractions of Rules and Regulations

Violations of the rules and regulations are considered severe breaches in discipline and will be dealt with firmly. Violations may result in extra duty assignments, special duty, or dismissal from the school. Generally, infractions will be handled in the following manner:

- ◆ Minor infractions of rules will be handled by the staff. Action may include counseling, special duty or assignments, or special details.
- ◆ Major or continual infractions will be referred to the appropriate school Commandant. Action may include counseling, special duty or assignments, special details, letters/calls to parents/guardians, letters/calls to wing or unit commanders, withholding of graduation credit or awards from the appropriate school, and dismissal from the school. Major or continual infractions of the rules may also result in recommendation of termination of membership to home wing commanders.
- ◆ Any disciplinary action that the student feels is unfair may be appealed to the grievance committee which will be appointed by the academy director at the start of the academy. Any further disagreement will be submitted to the Academy Director whose judgment is final.
- ◆ NESAs are a CAP program and all of the rules and regulations concerning proper behavior and decorum apply. Should behavior or disciplinary problems arise, appropriate action may be taken including removal from the activity site. Transportation arrangements for your unscheduled return home will be the responsibility of the participants or his or her parents as appropriate as agreed in the "NESA Medical Release".

D. School Honor Code

The National Emergency Services Academy adheres to the following student honor code.

We will not lie, cheat, or steal, or tolerate among us any one who does.

Aristotle contended that virtue is attained through habit. The honor code fosters an environment that enhances honorable conduct that is ultimately transformed through habit into an inherent facet of life. As a school dedicated to training "so others may live," the integrity of personnel can become an issue of life or death for the victims we serve.

I will not lie. Lying is the intentional or volitional statement meant to deceive, like saying you ran six laps when you only ran five.

I will not cheat. Cheating is intentionally taking unfair advantage, like looking at someone's paper during a test.

I will not steal. Stealing is intentionally depriving someone of their property, like taking someone's book because you can't find yours.

I will not tolerate lying, stealing, or cheating. Toleration is enduring without complaint.

VI. Safety Guidelines

Safety is a primary objective of all Civil Air Patrol operations. The National Emergency Services Academy is an active environment and there is always the potential for mishaps. If you notice any safety hazards notify your supervisor immediately. Please keep safety your number one goal while at NESA. To help keep everyone safe, please adhere to the following safety guidelines.

- ◆ Entrance and fire escape lights will be on at night. If you notice a light out, notify your supervisor.
- ◆ There will be no “horseplay” or double-time in the barracks area.
- ◆ Always use safety gear, especially flashlights when traveling at night. Students in outer files in the front and back will carry a flashlight with the outside hand. Safety vests should be worn.
- ◆ Whether alone or in formation, always use troop walks or sidewalks. If not available, walk on the left side of the road facing traffic. Post road guards as needed.
- ◆ Only authorized flammable liquids are allowed in the barracks, such as shoe polish or cosmetics.
- ◆ Do not pick up or handle any ordinance you see on base while in the field. Camp Atterbury is a training base, and at times there may be training devices un-recovered in training areas. Although training devices, some may remain dangerous or have explosive capability. If you notice any ordinance or unidentifiable devices in the training area, do not touch, retreat, and notify your supervisor. Your supervisor will mark the area with flagging tape and notify Range Control.
- ◆ Do not clean, polish, or handle fire extinguishers or smoke detectors. Do not use unauthorized cleaning materials or polish on floors.
- ◆ Keep the exits to the barracks and the aisles clear of equipment and obstruction. There should be nothing hindering your exit from the building.
- ◆ All field training activities will have a safety briefing. Follow the directions of the safety briefing for problems, injuries, or separation from group. Remember the emergency signal for help in the field is three whistle blasts or other signals.

VII. Emergencies

Familiarize yourself with emergency fire procedures and building evacuation plans. Also know the location of fire alarms and fire extinguishers.

A. Fire

Though fire has never been a problem for the NESA, it is possible, and needs to be prepared for. The following guidance should be adhered to in the event of a fire.

- ◆ Upon recognizing that there is a fire, pull the alarm and shout, “fire, fire, fire,” and evacuate the building. If the fire is small (clothing, trash can, etc.) a senior member may use the fire extinguisher (do not use fire extinguishers on electrical fires). Someone should be assigned to notify the fire department of any non-extinguishable fire.
- ◆ If you are not dressed, do not waste time getting dressed but wrap yourself in a blanket, towel or sleeping bag. The first person out should notify the Officer of the Day. The last person out should shut the door.
- ◆ Students will meet at the dining hall area and supervisors will verify a count of their students and report attendance to the Commandant.
- ◆ Fire drills will be announced by two whistle blasts and the announcement “fire drill.” If it is known to be a fire drill, students should slip on athletic shoes or shower shoes before departing if barefoot, as well as proper clothing if not dressed.
- ◆ A responsible senior member will clear the building in the event of a fire evacuation.

B. Severe Weather

School staff will be kept informed of possible severe weather. Severe weather threats in Indiana includes thunderstorms, lightening, flooding, high winds, and tornadoes. School command staff may alter training schedules or remove students to safe areas in the event of severe weather.

1. Tornadoes: A tornado watch is an indication that conditions are favorable for the development of a tornado and personnel should be prepared to evacuate to a shelter area. A tornado warning is a indication that a tornado has formed and all personnel should take shelter immediately. In most cities of Indiana, tornado warnings consist of warning sirens. The headquarters base will monitor weather reports and information and keep the school staff informed of possible developing severe weather.

In the event of a tornado watch, personnel shall be evacuated from the field to the barracks area.

The tornado shelter area for barracks is the showers. In the event of a tornado or high winds, personnel shall be evacuated to the showers or the barracks area. Persons caught in the dining hall and unable to get to the barracks area should take shelter in the restroom or pantry. If caught in an unspecified building, remember to avoid windows, doors, and outside walls. Protect your head from falling debris. If traveling, get out of your vehicle and enter a more substantial structure. If there is not shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands covering your head. Do not attempt to flee the tornado by vehicle.

2. Thunderstorms: A thunderstorm watch means conditions are favorable for the development of severe thunderstorms. A thunderstorm warning means that a severe thunderstorm has developed and personnel should take shelter. Hazards from thunderstorms include hail, lightening, and high winds.

3. Lightning: Lightning is a serious hazard during thunderstorms and tornadoes. Take special precautions if you are threatened by lightning. If lightning is spotted in the vicinity, outside field training will be terminated and students evacuated to a safe area.

When a thunderstorm threatens, get inside a building or vehicle. Inside a building, avoid using the telephone except for emergencies. Also, avoid bathtubs, water faucets, and sinks because metal pipe can conduct electricity.

If you are outside with no time to reach a safe building or automobile, use the following guidelines:

- ◆ Do not stand under a natural lightening rod, such as a tall, isolated tree.
- ◆ Do not stand on a hilltop, an open field, or a beach.
- ◆ Avoid isolated sheds, portable restrooms, or other small, isolated structures.
- ◆ Get away from open water.

- ◆ Get away from tractors, tanks, farm machines, etc.
- ◆ Stay away from wire fences, antenna lines, metal pipes, or rails.
- ◆ Do not hold metal objects in your hands.
- ◆ In the woods, seek shelter in a low area under a thick growth of small trees. In an open area, go to a low place such as a ravine or valley. Be alert in those areas for flash floods.
- ◆ If you are isolated on a level field and you feel your hair stand on end (which is an indication that lightning is about to strike), drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

4. Floods: In heavy rains, be especially aware of possible flash floods. If you see any possibility of a flash flood occurring, the team leader or other responsible staff member will move the group to higher ground immediately without waiting for instructions.

C. Earthquakes

While not frequent, Indiana lies in a major earthquake fault region. In the event of an earthquake:

- ◆ Stay calm, and stay where you are. Most injuries during earthquakes occur when people decide to enter or exit buildings.
- ◆ If you are indoors, take cover under a desk, table, bench, or against an inside wall or solid heavy framed door. Stay away from glass, windows, outside doors or walls, and anything that could fall and hurt you.
- ◆ If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.
- ◆ If you are in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, or utility wires.

Attachment A
Sample Check

John Doe 1000 Main Street Anywhere, ST 00000-0000	John Doe – 123456 - NGSAR Date: <u>1 April 2009</u>	1001
Pay to the order of: <u>Civil Air Patrol</u>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">175.00</div>
<u>One hundred and seventy-five and 00/100</u> Dollars		
Any Bank Anywhere, ST		
<u>For NES A Fee</u>		<u><i>John Doe</i></u>
000000: 0000 000 000 0		

Please write the participant's name, CAPID and activity name on your check prior to mailing.

Do not forget to include fees for promotional items ordered.

A fee of \$20 will be assessed for all bounced or returned checks.

All checks or money orders for class registration must be made out to the Civil Air Patrol whether you are attending the Incident Command System School, the Mission Aircrew School, or the National Ground Search And Rescue School.

All checks or money orders for promotional items must be made out to the NES A Alumni Association. The Project Officer must receive orders for promotional items by the 18th of May. Any orders received after the 18th of May be returned, but limited items will be available on site for purchase.

It is not necessary to write multiple checks to pay for multiple courses or course fees if you have any outstanding, but promotional item fees must be paid to the NES A Alumni Association separately.

Attachment B
NATIONAL GROUND SAR SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- ☐ Current CAP membership card (should be carried at all times).
- ☐ All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- ☐ Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, or military style footlocker neatly packed. Most items will stay at base camp or supplement the 24 or 72-hour packs. It is recommended that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- ☐ Battle Dress Uniforms (BDUs) or CAP Distinctive Field Uniforms. At least 2 sets of uniforms should be brought but more are preferred. Uniforms must be complete with all required name tapes, patches, cutouts, and grade insignia in accordance with CAPM 39-1 (**daily uniform inspections may be conducted, and your uniforms should be clean and neat upon arrival**).
- ☐ Combat boots, at least one pair, broken in before school. Students will spend a lot of time travelling through uneven terrain in the woods. Boots should be of good quality, or strongly suggest a spare set of boots should be brought. Boots should also have a good set of insoles.
- ☐ Belt that is in accordance with CAPR 39-1.
- ☐ Shower shoes or beach sandals.
- ☐ Running shoes or sneakers.
- ☐ Pajamas & robe (optional).
- ☐ Wash cloths, towels and handkerchiefs. You need enough for one week.
- ☐ Underclothes and socks sufficient for nine days (**T-shirts will be within regulation and free of logos**). Bring extra just in case participants have limited time to do laundry. You may have to change uniforms often to avoid problems encountered in extended field exercises).
- ☐ Tasteful bathing suit (First Responder School only)
- ☐ Civilian clothes (You should travel in civilian clothes as well as have a few sets for free time during the academy. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized.)
- ☐ Laundry detergent (powder detergent preferred)
- ☐ Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, comb, shampoo, medicated body powder, other items as necessary (remember to bring enough to last you the duration of the activity).
- ☐ Laundry bag. Properly marked with name and CAPID
- ☐ Sheets (twin, un-fitted white preferred), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.)
- ☐ Because the barracks used will most likely not have air conditioning it is suggested, but not required, to bring a small, personal electric fan.

The following list is taken from the GTM/UDF Task Guide (Task O-0001) and includes additional guidance for selection of items for use at NESA as well as some additional items that will be needed.

24 HOUR GEAR: The equipment listed below should be carried in the pouches marked with an *. The pouches marked with an * can be replaced by other forms of equipment carriers like a backpack, Camelbak, USAF survival vest or a Rescue vest. Either way, students need to realize that this equipment will be worn or generally be within reach for the duration of the activity. Additionally, this equipment will probably need to be put into either your existence load or your duffel bag for traveling, so pack it well. Students should refrain from carrying additional items in their 24 hour gear other than what is required.

- ☐ Nylon rope used to tie assigned knots. The size should be 1/2 inch in diameter and 15 ft long (Advanced School only)
- ☐ *Pistol belt, military issue type (properly adjusted and assembled before arrival).
- ☐ *Suspenders or shoulder harness, to attach to pistol belt (either "Y" or "H" design).
- ☐ *2 military magazine pouches, to attach to pistol belt.

- ☐ *2 one-quart G.I. canteens with covers, to attach to pistol belt. (Some participants have chosen to use a Camelback or other form of collapsible canteen and cover. This is acceptable. 2 quarts is the minimum capacity required; however more capacity is strongly suggested.)
- ☐ *Butt pack.
- ☐ *Compass pouch.
- ☐ Lensatic or Orienteering compass (dependent on school). Lensatic compasses are recommended for the Basic school, but an Orienteering compass is required for the Advanced school. If attending both courses, it is recommended to bring both types. Many compasses sold at discount stores such as Wal-mart and Target are inadequate for SAR use. Most "Military Style" compasses are poorly made and are also considered unacceptable. Compasses made by Silva, Brunton, or Suunto meet the requirements for a good compass.
- ☐ International orange reflective vest
- ☐ Handkerchief or Tissues.
- ☐ Comb or bush (optional, carry if needed)
- ☐ Ground Team Member's Task Guide
- ☐ Leaf bag, large
- ☐ Change for phone call
- ☐ Change of socks (wool or synthetic socks only, cotton socks are not acceptable)
- ☐ Insect repellant containing DEET, Diethyl-meta-toluamide. (Repellant should have DEET but concentration of DEET should not be above 50%. Bring enough for the duration.)
- ☐ Sunscreen lotion (high SPF preferred)
- ☐ Tissue paper
- ☐ Pocket knife (Multi-tool or Swiss-army type preferred; no Rambo knives, machetes, k-bars, axes, pin knives or switch blades). ALL KNIVES WILL BE IAW GT TASK GUIDE (< 6" blade, 11" overall)
- ☐ Military type anglehead or Maglite® type flashlight with a red and blue lens & extra batteries. (LED lights are not acceptable replacements for incandescent bulb flashlights for use as a primary flashlight.)
- ☐ Secondary flashlight. (A LED flashlight is acceptable for a backup flashlight. A LED headlamp is preferred as a secondary light.)
- ☐ Whistle on a lanyard (durable, plastic preferably).
- ☐ Pocket note pad (3" x 5") (for field note taking), black pen and #2 pencil. (Rite-in-the-rain notepad or other type of waterproof paper notepad preferred. Mechanical pencils are preferred.)
- ☐ Waterproof match container and 12 matches.
- ☐ 50 - 100 ft at minimum, small diameter nylon line ("paracord" or "550 cord" preferred)
- ☐ 1 pair heavy-duty leather work gloves.
- ☐ 4 glo-sticks.
- ☐ Signal mirror with protective case
- ☐ Duct tape, 5-10 feet (wrapped around stick, pencil, glo-stick, etc)
- ☐ 1 roll flagging tape (Also known as surveyor's tape, non-adhesive polyethylene. If staying for both weeks bring multiple rolls)
- ☐ 2 field-ready meals (Preferably several power bars or other similar type energy bar. Diet bars are not acceptable)
- ☐ Blank ground interrogation forms (CAPF 106)
- ☐ Inexpensive wristwatch.
- ☐ 2 ea Durable poncho - military preferably (with grommets for shelter construction).
- ☐ 8x10ft shelter material unless poncho can be used for that purpose
- ☐ Spare pocket notebook (3" x 5").
- ☐ Small container of hand sanitizer (1-2oz bottle)
- ☐ Several zip ties
- ☐ Personal first aid kit containing the following recommended items:
(NESA's medical staff will not give out medications or supplies to students except in emergencies, even those medications available Over-the-Counter)

<u>Item Description</u>	<u>Basic Students</u>	<u>Adv, TL, and Staff</u>
<input type="checkbox"/> List of contents with quantities	1	1
<input type="checkbox"/> CAP Form 60; completed*	1	1
<input type="checkbox"/> Exam gloves; latex or latex-free*	3 pair	3 pair
<input type="checkbox"/> Zip-lock plastic bags; 1 qt	2	2
<input type="checkbox"/> Scissors (on multipurpose tool acceptable)	1	1
<input type="checkbox"/> Band-Aids®, various sizes	6	10
<input type="checkbox"/> 4" X 4" Gauze pads, sterile	4	4
<input type="checkbox"/> 3" Roller gauze bandage	1	4
<input type="checkbox"/> 3" Elastic bandage Ace wrap	1	2
<input type="checkbox"/> Triangular bandage	1	2
<input type="checkbox"/> Mole skin (approx. 2" X 4" piece)*	2	2
<input type="checkbox"/> 1" Medical tape (cloth or paper)	1 roll	1 roll
<input type="checkbox"/> Cotton-tipped swab sticks	2	4
<input type="checkbox"/> Anti-microbial swabs (Ex: Betadine)	2	6
<input type="checkbox"/> Anti-microbial ointment (Ex: Betadine, Neosporin)	1 packet / tube	1 tube or 6 pkts
<input type="checkbox"/> Moist Towelette(s)*	4	4
<input type="checkbox"/> Safety pins, large	2	4
<input type="checkbox"/> Tweezers, fine point	1	1
<input type="checkbox"/> Lip balm with sunscreen*	1	1
<input type="checkbox"/> Sting-Eze	1	1
<input type="checkbox"/> Nail clippers & file combination	1	1
<input type="checkbox"/> Throat lozenges	2	2
<input type="checkbox"/> Antacid tablets	4	10
<input type="checkbox"/> Tylenol (Acetaminophen) / Motrin (Ibuprofen)	4	10
<input type="checkbox"/> Anti-histamine medication (Ex: Benadryl 25 mg)	2	10
<input type="checkbox"/> Anti-diarrhea tablets	2	10
<input type="checkbox"/> Personal prescription medication (in original container)*	As appropriate	As appropriate

Items marked with an * are not optional

72-HOUR GEAR: This pack will normally be left at the base camp, but will be used during longer duration activities. Be forewarned that you will be expected to walk several miles with this pack.

- ☐ Comfortable backpack that you would be able to carry for at least 2 miles with a full existence load (your 24-hour gear should fit into or around your 72-hour pack).
- ☐ Sleeping bag, bedroll or poncho liner in a waterproof bag (the weather at this time of year is rather hot, but has gotten down to the 50s in during the summer nights. Also, consider that a rapid drop in temperature can make it feel colder than it truly is).
- ☐ Sleeping pad, foam or inflatable
- ☐ Spare boot laces or extra black paracord
- ☐ For the purposes of NESA, an 8x10 ft tarp should be brought in place of a tent. If a tarp is carried as part of the student's 24hr gear, it is not necessary to carry an additional tarp as part of the 72hr gear.
- ☐ Because students will be provided with meals while in the field, the 5 meals required by task O-0001 are not required for NESA. It is advised that the student brings additional energy bars, trail mix, or other small food items that can be carried into the field. Foods that will melt or go bad quickly are unacceptable.
- ☐ Spare rank and CAP cutouts (for cadets)
- ☐ 2 Leaf bags, large
- ☐ Shoe polishing and sewing kits
- ☐ Spare plastic bags to store/carry clothing during field exercises (lawn and leaf bags or contractor bags and gallon-sized zip-loc are best).
- ☐ Entrenching tool, GI issue type, and case (optional). If brought, an E-tool WILL NOT BE worn with the 24hr gear.
- ☐ Spare water container (Nalgene® type bottle, 2 liter canteen, empty two-liter soda bottles or Gatorade bottles work well).

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- ☐ Two-inch, three-ringed binder, empty (Team Leader School only)
- ☐ 12-inch ruler, colored pencils, and quart sized freezer bags required for Advanced and Team Leader schools.

- ☐ Spare pens, pencils and highlighters.
- ☐ Approximately \$75 for miscellaneous expenses (laundry, extra patches, snacks from the canteen, etc.).
- ☐ Portable calculator (advanced / team leader class and staff only).
- ☐ Battery or wind-up alarm clock (optional)

Items required by the current edition of the Ground and Urban DF Team Task Guide but not listed above are still required to be brought by the student.

Those members participating in both weeks must ensure that they have enough supplies so that they have the required items for the second week when the second week starts.

Be sure to mark all clothing and equipment with name and CAPID. * Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and last four digits of CAPID, followed by letters "CAP".

EXAMPLE: DESMARAIS D-1234 CAP

Items not specifically mentioned on this list may be subject to temporary confiscation (i.e. machetes, flammable materials, and junk foods) and will be returned to the owner at the end of NGSAR. A gear inspection will be held during registration. Anyone caught with contraband items after the gear check **will be subject to discipline up to and including immediate dismissal**. If you are not sure an item is allowed, ask during gear check and avoid embarrassment or worse.

MISSION AIRCREW SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- ☐ Current CAP membership card (should be carried at all times)
- ☐ Other qualification cards such as your CAPF 101 (GES minimum), ROA, and CAP Driver license (should be carried at all times)
- ☐ Pilot Information File (pilots only – see CAPR 60-1). All qualifications should be current through July 2009. Pilots must be current (CAPF 5) in a C172 or C182, and should be night current (just in case).
- ☐ Tickets or other documentation needed for travel

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- ☐ Complete Uniforms (At least 1 set) - Personnel attending the Mission Aircrew School may wear the following uniforms: white or blue polo with gray slacks, flight suits, or approved jumpsuits. One traditional uniform is required for the NESA graduation and combined school events.
- ☐ Khaki/Tan Shorts. The CAP/CC has authorized an alternate flying uniform for NESA of a Black NESA T-Shirt with Khaki/Tan Shorts, NESA Baseball CAP, white sport socks, and running shoes.
- ☐ Shower shoes or beach sandals
- ☐ Running shoes or sneakers (optional, but will be worn with the alternate flying uniform if chosen)
- ☐ Pajamas & robe (optional)
- ☐ Wash cloths, towels and handkerchiefs
- ☐ Underclothes and socks sufficient for ten days. Laundry facilities are available on the base, but personnel have limited time to do laundry, and may need to change often.
- ☐ Laundry detergent and bag
- ☐ Civilian clothes (you should travel in civilian clothes unless in a CAP vehicle/aircraft, as well as have a few sets for free time during the school).
- ☐ Shoe polishing and sewing kits
- ☐ Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for ten days. NOTE: NESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own).
- ☐ Sheets (twin, un-fitted), pillowcase, and blanket (optional, but recommended). One pillow is provided for use in the barracks. Most personnel also bring a sleeping bag or bedroll. The weather at this time of year is rather hot, but has gotten down to the 50s during the summer nights. Also, consider that a rapid drop in temperature can make it feel colder than it truly is.
- ☐ Inexpensive wristwatch
- ☐ Battery or wind-up alarm clock
- ☐ Rain gear
- ☐ One 1-quart canteen or water bottle. You will be carrying this with you throughout the activity as it tends to be hot in Indiana at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- ☐ All school materials received prior to arrival
- ☐ Approximately \$75 for miscellaneous expenses (e.g., laundry, extra patches, snacks from the canteen, etc.)
- ☐ Two-inch, three-ringed binder, empty
- ☐ Note pad, pen and pencil
- ☐ Two Current St. Louis Aeronautical Sectional Charts (ask a pilot how to obtain these)
- ☐ Plotter and colored highlighters to mark Sectionals (ask a pilot how to obtain these)
- ☐ Spare pens, pencils and highlighters
- ☐ Portable calculator and flight computer (E6B - student versions are acceptable, as are electronic versions)
- ☐ Aircraft headset (Required for Pilot Track - Optional but recommended for Scanner/Observer Track)
- ☐ Scanner/Observer log (Optional)
- ☐ Miscellaneous pilot equipment (e.g., knee-board and flashlight)
- ☐ Sunglasses
- ☐ Camera (Optional)

Be sure to mark all clothing and equipment with name and SSN. Uniform pants should be marked on the inside left front waistband, and uniform shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and last four digits of SSN, followed by letters "CAP".

EXAMPLE: **DESMARAIS D-1234 CAP**

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of MAS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

INCIDENT COMMAND SYSTEM SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- ☐ Current CAP membership card (should be carried at all times).
- ☐ All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- ☐ Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- ☐ Complete Uniforms (3 sets) - Personnel attending the Incident Command System School may wear the following uniforms: BDUs, blue polo w/ gray slacks, flight suits, or jumpsuits. It is recommended that at least one field uniform be brought to the activity since students will have at least one staging area exercise in the field. Boots or shoes must be well broken in before camp as personnel will be walking a great deal.
- ☐ Shower shoes or beach sandals.
- ☐ Running shoes or sneakers.
- ☐ Pajamas & robe (optional).
- ☐ Wash cloths, towels and handkerchiefs.
- ☐ Underclothes and socks sufficient for nine days (T-shirts will be within regulation and free of local logos. Bring extra just in case participants have limited time to do laundry.
- ☐ Tasteful Bathing suit.
- ☐ PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors). The ICSS will not have a formal PT session, but fun group exercises like volleyball or other sports will most likely be offered.
- ☐ Civilian clothes (You should travel in civilian clothes (if coming commercially) as well as have a few sets for free time during the two weeks. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized.)
- ☐ Shoe polishing and sewing kits.
- ☐ Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms at least twice during the course.
- ☐ Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, plenty of insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for nine days. NOTE: NESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own).
- ☐ Laundry bag.
- ☐ Sheets (Twin, un-fitted), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.) A sleeping bag will suffice.
- ☐ International orange reflective vest
- ☐ Military type anglehead or mini-mag type flashlight with a red lens & extra batteries.
- ☐ One quart canteen. Camelback or other collapsible canteens or water bottles are acceptable. You will be carrying this with you throughout the activity as it tends to be hot in Indiana at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.
- ☐ Pocket note pad (3" x 5"), pen and pencil.
- ☐ Inexpensive wristwatch.
- ☐ Durable poncho or other rain gear - military preferably.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- ☐ Two-inch, three-ringed binder, empty.
- ☐ All school materials received prior to arrival.
- ☐ Spare pocket notebook (3" x 5").
- ☐ 12-inch ruler.
- ☐ Spare pens, pencils and highlighters.
- ☐ Approximately \$75 for miscellaneous expenses (laundry, extra patches, snacks from the canteen, etc.).
- ☐ Portable calculator
- ☐ Battery or wind-up alarm clock (optional, advanced class and staff only).

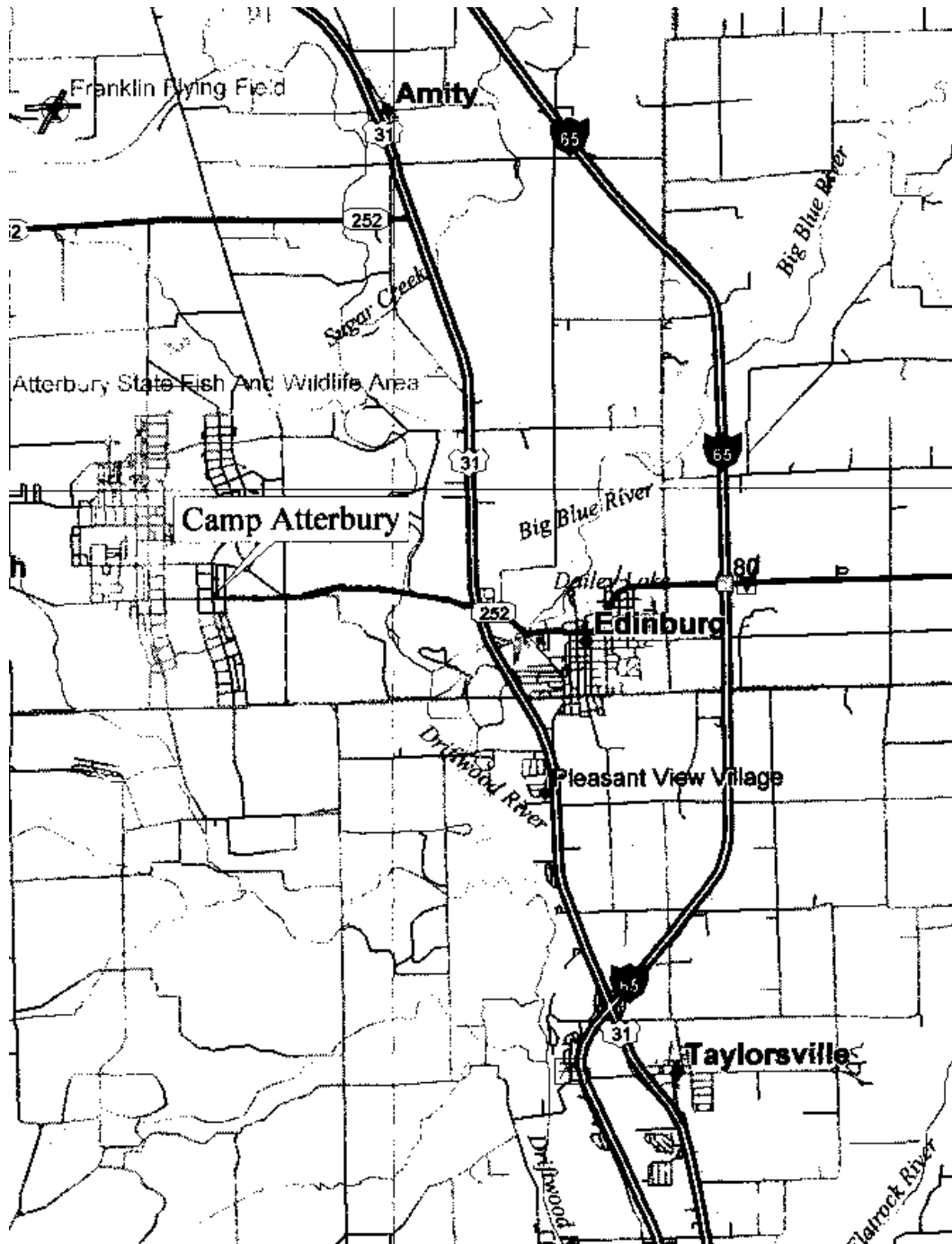
Be sure to mark all clothing and equipment with name and SSN. Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and last four digits of SSN, followed by letters "CAP".

EXAMPLE: DESMARAIS D-1234 CAP

Personnel in ICSS have typically been allowed to support exercises with other schools in their free time. If you would like to do so to remain current in other specialties or to simply help out, we recommend that you also bring applicable equipment from that school's packing list.

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of ICSS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

Attachment C
Map & Directions to Camp Atterbury



Coming in from the south: Take Interstate 65 to US 31 and exit just north of Columbus. Travel north on US 31 and look for the sign indicating Camp Atterbury just past Edinburg. Follow the signs.

Coming in from the north: Take Interstate 65 south to the SR 252 exit at Edinburg. Take SR 252 west through Edinburg. When you come to US 31, do not turn - keep going straight through the traffic light. Camp Atterbury is about one and a half miles farther west through the light.

Be prepared to show identification at the gate. Cell phone use while driving on post is prohibited.